

ORGANIZATION

DD/M&S ADMINISTRATIVE
INSTRUCTION NO. 73-11

15 JUN 1973

ESTABLISHMENT OF MANAGEMENT AND SERVICES ADVISORY GROUP

1. Effective 2 July 1973, there is established the Management and Services Advisory Group (MSAG). The purpose of MSAG is to identify and study issues and problems affecting plans, programs and actions of the Management and Services Directorate and to make recommendations to the DD/M&S on those problems studied thereby providing a forum for continuing dialogue between senior management and employees of this Directorate. While most of MSAG's efforts are self-generated, management-related suggestions from any employee in the Directorate are welcomed.


2. MSAG has no formal production responsibility, nor is it intended to replace existing formal command channels. Further, MSAG is not the appropriate body to hear specific personal grievances since there are grievance procedures already available. Rather, MSAG seeks to improve the efficiency of the Directorate and to improve the overall environment in which the employee works. To accomplish this, it may call on any employee in the Directorate to provide information or guidance.

3. MSAG is composed of ten officers, one from each of the functional offices and one from the Support Career Service. Members are selected generally from the age group 30 to 45 and from grades GS-11 through GS-14. The tour of participation is for one year, with one-half of those initially selected serving for six months. The Group selects its chairman and co-chairman, who serve for three-month terms. The co-chairman presides in the absence of the chairman and maintains a current working file on Group activities. Administrative and clerical support is provided by the DD/M&S Executive Office. The Group meets at least once each month, preferably during non-duty hours.

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4. Nominees for participation in MSAG should be forwarded to the DD/M&S no later than 20 June 1973. A brief narrative statement about the nominee's qualifications, an updated biographic profile and a recent photograph of the employee should be included when making the nomination. Only one nomination from each office is required. Nominees for an initial term of six months beginning 2 July 1973 are to be made by the Offices of Communications, Finance, Logistics, Medical Services and Personnel. These offices will submit replacement nominations by 15 December 1973 and each year thereafter. The Offices of Security, Training, Joint Computer Support, Planning, Programming and Budgeting and the Support Career Service will make nominations for one year beginning 2 July 1973. These components will submit replacement nominations by 15 June each year thereafter.

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Deputy Director
for
Management and Services

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